

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

2100 Second Street, S W.
Washington, DC 20593-0001
Staff Symbol: G-A-1
Phone: (202) 267-0759

COMDTNOTE 1520

AUG 19, 1997

CANCELLED: 18 Aug 1998

COMMANDANT NOTICE 1520

Subj: CH-1 TO DEFENSE ACQUISITION UNIVERSITY (DAU) QUOTA MANAGEMENT,
COMDTINST 1520.2

1. PURPOSE. This notice publishes the Coast Guard DAU schedule and quota allocation for FY 98.
2. ACTION.. Area and district commanders; commanders of maintenance and logistics commands, unit commanding officers and commanding officers of headquarters units shall ensure eligible personnel are made aware of these courses.
3. PROCEDURE. Remove and insert the following pages:

Remove

Insert

Encl (2)

Encl (2)

/s/ Fred N. Squires, USCG
Acting Assistant Commandant
for Acquisition

U.S. Department
of Transportation

**United States
Coast Guard**



Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-A
Phone: (202) 267-2382

COMDTINST 1520.2
NOV 13 1996

COMMANDANT INSTRUCTION 1520.2

Subj: DEFENSE ACQUISITION UNIVERSITY (DAU) QUOTA MANAGEMENT

Ref: (a) COMDTINST M1500.10B, Training and Education Manual

1. **PURPOSE.** This instruction provides information on quota management and application procedures for all courses controlled by the Defense Acquisition University (DAU).
2. **ACTION.** Area and District Commanders; Commanders of Maintenance and Logistics Commands; unit Commanding Officers and Commanding Officers of Headquarters units shall ensure eligible personnel are made aware of this program.
3. **DISCUSSION.** The DAU is a group of Department of Defense (DOD) education and training institutions and organizations that provide courses for military and civilian personnel. Through its members, the DAU sponsors acquisition curriculum and instructor training to provide a full range of basic, intermediate, and advanced courses to support the career goals and professional development of the acquisition workforce.
4. **ELIGIBILITY.** Eligibility is strongly dependent upon job assignment/experience. Pertinent course specific information is contained in enclosure (1). Courses are designed for personnel in the following fields:
 - * Acquisition Logistics
 - * Business, Cost, Estimating, and Financial Management
 - * Communication-Computer Systems

- * Manufacturing, Production, and Quality Assurance
- * Program Management
- * Systems Planning, Research, Development and Engineering
- * Test and Evaluation

Level I courses are designed to provide fundamental knowledge and establish primary qualification and expertise in the individual's career field, job series, or functional area.

At Level II, functional specialization is emphasized. Courses at this level are designed to enhance the employee's capabilities in a primary specialty or functional area.

At Level III, acquisition training emphasizes managing the acquisition process and learning the latest methods being implemented in the career field or functional area.

Each of these levels typically corresponds to particular GS levels or military grades/ranks. Grade, however, is not generally a requirement for course enrollment.

Most personnel must take a core acquisition course before taking other training at career levels I and II. The core course for Level I is ACQ 101, Fundamentals of Systems Acquisition Management. For Level II, it is ACQ 201, Intermediate Systems Acquisition Management. ACQ 101 is a prerequisite for ACQ 201.

5. **PROCEDURE.** All applications shall be forwarded to Commandant (G-A-1) to arrive at least **90 days prior** to the published course convening date in enclosure (2). The Advanced Program Management (PMT 302) and Executive Program Manager's (PMT 303) courses require requests to arrive at least 120 days prior to course convening date. Quotas not utilized 45 days prior to course convening date revert to DAU.
 - a. Applicants must submit a completed Request, Authorization, Agreement, and Certification of Training form (SF182). Enclosure (3) contains a sample SF-182. Also required is a command endorsement, and explanation of course requirements met. Mail completed application packages to: Commandant (G-A-1) Attn: DAU Coordinator U. S. Coast Guard Headquarters 2100 2nd St. SW Washington, DC 20593-0001 Members may also call (202) 267-0759 for any admissions or program related questions.

- b. Applications of personnel not selected but considered qualified will be forwarded to DAU as alternate candidates and placed on a waiting list. DAU assigns unfilled quotas from the waiting list starting forty-five days prior to course convening.
- c. There are no tuition costs associated with these courses but the parent unit must fund any associated TAD costs.
- d. Any requests for DAU courses without quotas listed in enclosure (2) will be handled on a case by case basis.

R.C. North

Encl: (1) List of FY-97 DAU courses
(2) U.S. Coast Guard DAU Schedule and Quota Allocation For FY97
(3) Sample SF-182

Enclosure (1) to COMDTINST 1520.2

DAU COURSE DESCRIPTIONS

This provides a description of all DAU acquisition training courses, prerequisites, recommended experience/education levels, and course lengths. All courses beginning with number 1 are Level I courses, with number 2, Level II, and with number 3, Level III.

ACQ 101

Fundamentals of Systems Acquisition Management

Fundamentals of Systems Acquisition Management provides an overview of the DoD systems acquisition process including the basics of system acquisition program management and the developmental life cycle of a system from inception to retirement. The course covers system concept exploration, development, production, and deployment using examples and case studies of DoD acquisition organizations, DoD resource allocation processes, ethics, contemporary issues in acquisition strategy, and details of the phases of system development. Discussions are conducted on mission area analysis, directives, procedures, documentation, and current issues. The course concludes with an acquisition strategy workshop that integrates all the course material. The course is designed for individuals who have limited experience in DoD acquisition management and will be useful to personnel in headquarters, program management, and functional or support offices.

Prerequisites: None.

Length: 9 Class Days

ACQ 201

Intermediate Systems Acquisition

Intermediate Systems Acquisition focuses on acquisition processes, the role of the major acquisition players, and their interactions. The course covers the systems life cycle management process, technical and business processes, and program integration. Subject areas include: life cycle acquisition management policy and integration; technical management including production management; and business management covering contract management, government funds management, contractor financial management, and cost and schedule control. A comprehensive exercise integrates the subject matter. Total quality management and ethics are stressed throughout the course.

Prerequisites: ACQ 101.

Length: 20 Class Days

ACQ 401

Senior Acquisition Course

The Senior Acquisition course is the preeminent course for members of the Acquisition Corps. The course is designed to prepare selected military officers and civilians for senior leadership and staff positions throughout the acquisition community. All students successfully completing the Senior Acquisition Course are awarded a Masters of Science degree in National Resource Strategy.

The Industrial College of the Armed Forces (ICAF) has been designated by the Under Secretary of Defense (Acquisition & Technology) (USD(A&T)) to present the Senior Acquisition Course for selected students as part of the Defense Acquisition University (DAU). Students are selected for attendance by the respective services or agencies. Military officers are selected as part of the senior service school selection process and designation by the Director, Acquisition Career Manager (DACM). Civilians normally apply through and are selected by the Service or agency DACM.

Enclosure (1) to COMDTINST 1520.2

ICAF has expanded the acquisition portion of its curriculum for Senior Acquisition Course students. Students will be offered a wide choice of research and elective opportunities, as well as a common core curriculum and two mandatory Advanced Studies in Acquisition Policy courses. Students will be fully integrated into the ICAF student body for most studies. Separate attention will be provided in acquisition course work, while retaining the benefits of intermingling with students from the operational and other functional communities.

The Senior Acquisition Course consists of the entire 10-month ICAF curriculum, enhanced for designated acquisition students through four major elements:

1. **Core Curriculum.** The multi-disciplinary core curriculum includes major acquisition management issues distributed throughout studies in such courses as Strategic Decision Making, Political Science, History, Military Strategy, Economics, Elements of National Industrial Power, Joint Military Logistics, Mobilization, and Industry Studies. A concentrated course in acquisition management is conducted in the spring in conjunction with the other core curriculum studies. Seminars, lectures and case studies have been designed to challenge the students to assess current acquisition policy and practices in the context of National Security Strategy, with an emphasis on acquisition management in a changing world. Students in the Senior Acquisition Course participate in the core curriculum with all other ICAF students.
2. **Mandatory Acquisition Policy Advanced Studies.** Two mandatory Acquisition Policy Advanced Studies for Senior Acquisition Students provide the students with focused, in-depth lectures, seminars, and field trips on key acquisition topics and policy issues. Students meet in small group settings with senior-level policy makers from DoD, industry, and government, to discuss issues on a non-attribution basis. Each of the two advanced studies requires a short research paper on an acquisition topic.
3. **Advanced Studies.** A wide array of elective courses covering all aspects of acquisition management is available. Students select one regional study, one industry study, and two other advanced studies (electives) courses during the 10-month ICAF program. Acquisition-related electives include 20 different offerings in such subjects as: Government-Industry Relations; Professional Ethics for Public Officials, Senior Leadership -- Power and Politics, Future Directions in Software Management, etc.
4. **Research.** All students are given the opportunity to undertake a major research project and produce a fully documented, scholarly paper. Acquisition students are encouraged to work on projects that have current critical interest in the Defense community. Each project is monitored by a faculty research advisor. Topics of timely interest are solicited from throughout the acquisition community and the National Security community for student research. Acquisition students completing particularly exceptional research compete for research awards both honorary and monetary to include an award sponsored and presented by the DAU.

Senior Acquisition course students will each have a Primary Faculty Advisor (PFA) who is a member of the Acquisition Faculty. Students are required to coordinate advance study choices and research topics with the PFA to get approval of the selections, ensuring that the selections will complement the students' individual goals and acquisition career needs.

Students completing the Senior Acquisition Course are considered graduates of both the Senior Acquisition Course and the Industrial College of the Armed Forces. Completion of the course fulfills the Office of Personnel Management (OPM) educational requirement for Senior Executive Service Status.

Prerequisites: None.

Length: 40 weeks

AUD 1130

Technical Indoctrination

Technical Indoctrination provides the newly hired auditor with the basic concepts, techniques, and procedures of contract auditing. The student learns the fundamental requirements of auditing in the Government contracting environment by participating in lectures, case problems, and group discussions. The course content addresses the elements of a contract's life cycle; general types of negotiated contracts; objectives of Government contract cost accounting and financial cost accounting; the history of Federal Acquisition Requirements (FAR) Part 31 and the concepts of allocability, allowability, reasonableness, and selected cost principles; background, purpose, and fundamental requirement of each Cost Accounting Standard; formulation of questioned overhead and G&A rates as a result of pool and/or base adjustments; and ethics in the auditing environment. Students will be able to identify relationships between "generally accepted auditing standards" and "generally accepted Government auditing standards"; describe importance, pitfalls, and major considerations of risk assessment; list common sources of audit research material; and state requirements of FAR Part 15 and Standard Forms 1411 and 1412. They will also be able to select, run, and evaluate the proper E-Z Quant sample program; list the importance and elements of working papers and prepare working papers required by an audit program step; and components and requirements of audit reports and draft an initial pricing audit report.

Prerequisites: AUD 1111, AUD 1124 (contact school for registration/course descriptions).

Length: 10 Class Days

AUD 1320

Intermediate Contract Auditing

Intermediate Contract Auditing is designed to provide the staff auditor with information needed to adequately plan, accomplish, and conduct audits or segments of audits which may be assigned after one year of contract audit experience.

Topics include defining audit objectives, planning the audit, listing factors influencing risk assessment, assessing high and low audit risk areas, stating the importance of generally accepted Government auditing standards, and attending negotiations. Topics also include negotiation techniques and concepts; the requirements of Form 2000; auditor responsibility to detect fraud; and identify common fraud indicators; Cost Accounting Standards (CAS), and complete case studies on CAS 401 and accounting changes; post-award review concepts and price adjustments; audit leads and observations; and ethics in auditing. The student participates in discussions, practical exercises, and group case studies to highlight problem areas and evaluate alternative courses of action.

Prerequisites: AUD 1130, AUD 1280 (contact school for registration/course description).

Length: 5 Class Days

AUD 4120

Statistical Sampling

Statistical Sampling concentrates on the knowledge and skills necessary for auditors to perform statistical sampling in the contract audit environment. Basic statistical concepts, including the elements of a good sample plan and use of E-Z Quant sampling programs, are reviewed. The students analyze the criteria for a valid statistical sample, differentiate between variable and attribute sampling, differentiate

Enclosure (1) to COMDTINST 1520.2

between dollar unit and physical unit sampling, exercise judgment in sampling, choose the proper sample selection method, appropriate sample sizes, and stratification methods, set sampling objectives, use the E-Z Quant sampling programs, analyze the usefulness of sample results, and discuss ethics on the job.

Prerequisites: AUD 1130.

Length: 5 Class Days

AUD 4230

Graphic, Computational, and Improvement Curve Analysis Techniques

Graphic, Computational, and Improvement Curve Analysis Techniques covers regression analysis and improvement curves as applicable to the auditing field. The subject matter concentrates on simple linear, curvilinear, and multiple regression analysis. The student is given hands-on experience in the use of the E-Z Quant programs. Graphic presentation of trend and improvement curve data for identification of possible irregularities and report presentation is stressed through case study applications. Students identify audit situations where regression analysis or improvement curves could be applied; utilize the correct E-Z Quant program for a given situation; correctly interpret the E-Z Quant program output, including graphs and statistical measures; determine if reliance can be placed upon the analysis and ways to improve the analysis; analyze improvement curve data; identify major irregularities of significant changes in trend data; adjust the data to establish estimates of the contractor's future production cost; and discuss "ethics on the job." Prerequisites: AUD 1130; successful completion of pre-course self study materials.

Length: 5 Class Days

AUD 8560

Defense Contract Audit Agency Supervisory Skills Workshop

The Supervisory Skills Workshop addresses the new supervisor's adjustment to the demands and responsibilities of a supervisory auditor. Students focus on issues that supervisors face on the job. Topics include personnel management and administration, Dimensional Management Training (DMT), situational leadership, and ethics.

The student builds administrative and "people skills" through classroom instruction and activities. Emphasis is placed on developing the supervisor's ability to use key personnel management programs (staffing, training, development, performance appraisal, promotions, and employee relations) in carrying out personnel management functions. Supervisory actions that improve audit quality while developing auditor competence and commitment are presented. Students learn the DMT approach to seek solutions to audit issues, performance deficiencies, and behavioral problems. Upon completion of the workshop, students should be able to incorporate personnel management requirements into the personnel actions they take; examine the manner in which they assign and monitor audit assignments to maintain consistency within the tenets of situational leadership; and use the DMT approach to resolve "people" problems.

Prerequisites: None.

Length: 10 Class Days

BCE 101

Fundamentals of Cost Analysis

Fundamentals of Cost Analysis enables entry-level DoD personnel to prepare weapon system life cycle cost estimates. The course covers DoD policies governing these estimates and the techniques used in their preparation. Topics include a statistics review, regression analysis, learning curves, risk analysis, software cost estimating, exploratory data analysis, validation, inflation, design-to-cost, cost and operational effectiveness analysis, and economic analysis. Techniques presented in class are applied to case studies. The Automated Cost Estimating Integrated Tools (ACEIT) software is introduced.

Prerequisites: ACQ 101.

Recommended: One year acquisition experience. Competence in algebra is essential; familiarity with IBM compatible personal computers and a course in statistics are recommended.

Length: 15 Class Days

BCE 204

Intermediate Cost Analysis

Intermediate Cost Analysis is designed for the DoD acquisition cost analyst, although the techniques instructed have much broader application. The course emphasizes the application and analysis of cost analysis techniques used to predict the future resources required for the acquisition and support of DoD weapon systems. Topics are divided into the disciplines of cost modeling and cost estimating. Topics covered include: cost modeling process, data sources, data normalization, regression analysis and diagnostics, nonparametric estimating, advanced cost improvement curves, fiscal spreading, and risk analysis. Practical exercises and case computational aspects of these exercises and studies will be performed primarily on the Automated Cost Estimating Integrated Tools (ACEIT) software as introduced in BCE 101. Prerequisites: BCE 101.

Recommended: Two years of acquisition experience, or currently assigned to a cost analysis position, and successful completion of ACQ 201.

Competence with algebra and statistics is essential.

Length: 15 Class Days

BCE 206

Cost/Risk Analysis

Cost/Risk Analysis prepares cost analysts to model the cost risk associated with a major Defense acquisition program. Topics covered include basic probability concepts, subjective probability assessment, goodness-of-fit testing, and basic simulation concepts. Practical exercises, a small-group workshop, and a capstone article review reinforce techniques taught.

Prerequisites: BCE 101.

Recommended: ACQ 201.

Length: 4 1/2 Class Days

BCE 207

Enclosure (1) to COMDTINST 1520.2

Economic Analysis

Economic Analysis prepares students to conduct economic analyses of materiel systems. Topics include multiple-attribute decision analysis, cost analysis, present-value analysis, and sensitivity analysis. Students apply their expertise in practical exercises and a case study.

Prerequisites: BCE 101.

Recommended: ACQ 201.

Length: 3 1/2 Class Days

BCE 208

Software Cost Estimating

Software Cost Estimating is primarily for practitioners of software cost estimating. The course is designed for cost analysts, civilian GS-9 and above, military O3 and above, whose duties include estimating the cost of software development efforts or reviewing such estimates. Topics include software life cycle management, architecture, interoperability, paradigms, design approaches, metrics, capability evaluations, risk analysis, reuse, and open systems. A software cost estimating case study allows students to apply the course material.

Prerequisites: BCE 101.

Recommended: ACQ 201.

Length: 7 1/2 Class Days

BCF 301

Business Cost Estimating and Financial Management (BCEFM) Workshop

BCEFM workshop is a capstone course which provides students with an integrated view of contract performance management, cost estimating, and financial management disciplines and responsibilities as they relate to program management. This course centers around integrated exercises and simulations and enables students to interact by preparing and defending program cost estimates, using cost performance reporting to evaluate program status and funding requirements, and responding to externally imposed budget reductions. Current BCEFM initiatives affecting the PMO will also be provided. To enable students to work in other disciplines outside of their area of expertise, one hour electives in funds management, contract performance management, cost estimating, and PPBS will be provided. Guest speakers will be represented from Program Executive Offices (PEO), Program Management Offices (PMO), and OSD. Prerequisites: ACQ 201, or combination of BCE 101, BFM 102 and BFM 201. Recommended: Four years of acquisition experience

Length: 9 Class Days

BFM 102

Contract Performance Management Fundamentals Course

The Contract Performance Management Fundamentals Course (CPMFC) provides instruction on the application of earned value management (EVM) in the defense systems acquisition process through integration with other management functional areas. The course applies a basic management theory approach to understanding the concepts of EVM and its role in a successful program management process. The course examines basic EVM concepts relative to current DoD guidance, core concepts of the Cost/Schedule Control Systems Criteria (C/SCSC), the implementation and surveillance process, and the role of participating organizations. The student gains knowledge on the EVM process through insight to both the contractor and government actions in all phases of a contract. The instruction begins with the Request for Proposal and traces the life of the contract through development and review of the Performance Measurement Baseline (PMB), program and system reviews, and the on-going analysis and surveillance processes. The instruction emphasizes the importance of the PMB as the integrated cost, schedule, and technical plan necessary for program success. The analysis emphasis, highlighted by a presentation by OUSD(A&T)API/PM, emphasizes the usefulness of earned value information in evaluating the status of a program. Each subject includes an examination of the roles of the various participants including the program office, DCMC, DCAA, buying commands, resource management organizations, and OSD.

Prerequisites: ACQ 101.

Recommended: One year of acquisition experience

Length: 10 Class Days

BFM 201

Systems Acquisition Funds Management

Systems Acquisition Funds Management concentrates on developing skills necessary for formulating and executing a program office budget. The course is designed for civilian GS-11 and above, and military O3 and above who are assigned to positions affecting decisions on a DoD weapon system. Emphasis is placed on techniques the program manager and functional manager may use to identify, analyze, evaluate, and resolve budget-related tasks, problems, and issues. The course simulates the total budget process from the viewpoint of the program manager, as well as from the perspective of OSD, and includes analyses of the fiscal cycle and the roles of DoD offices, the Office of Management and Budget, and the Congress. Content covers cost analysis, budget concepts, the DoD planning/programming/budgeting system, the Congressional authorization/appropriation process, the budget execution process, and ethics. Specific topics include the development of the Program Objective Memorandum (POM) and budget submissions, the review and analysis of program budgets at higher levels within the Federal Government; the release/control of funds supporting the systems acquisition process, and program office accountability in budget execution.

Prerequisites: ACQ 101.

Length: 5 Class Days

BFM 203

Intermediate Contract Performance Management Course

The Intermediate Contract Performance Management Course (ICPMC) immerses students in earned value management (EVM) through a multi-media simulation of a typical program. The simulation approach allows developing application level skills for EVM through performing typical

Enclosure (1) to COMDTINST 1520.2

responsibilities requiring knowledge of current DoD guidance, core concepts of the Cost/Schedule Control Systems Criteria (C/SCSC), the implementation and surveillance process, and the role of participating organizations.

The student practices typical government program activities related to the EVM process on a contract. The exercises begin with reviewing inputs to a Request for Proposal, moves to the analysis of a baseline typical of an Integrated Baseline Review (IBR), requires performing activities associated with program and system reviews, and simulates conducting on-going analysis and surveillance processes. The instructional methods encourage the students to perform tasks and evaluate results and alternatives in a controlled environment. The integrated structure of the exercises forces student consideration of the impact of their actions on various elements of the program. The process also assures examination of the perspectives of the various organizations in the acquisition process such as the program office, DCMC, DCAA, buying commands, resource management organizations, and OSD.

Prerequisites: ACQ 201, BFM 102

Recommended: Familiarity with Microsoft Windows software.

Length: 10 Class Days

BFM 204

Contractor Finance for Acquisition Managers

Contract Finance for Acquisition Managers is designed for those working in, or selected for, positions requiring interface with contractors or dealing with contractor financial data, to provide an overall understanding of Defense contractor financial motivations and constraints, and an appreciation for how they affect management of Defense systems acquisitions programs. The curricula includes discussion of the interrelationships among the contractors' costing procedures, financial and managerial accounting systems, analysis of cost principles and indirect cost management in DoD contracts, and the contractor's perspective on planning and control in business management. Students discuss the environments in which industry prepares, and DoD personnel evaluate, cost proposals. Students learn to recognize financial management issues and learn the vocabulary and concepts necessary to discuss these issues with the Defense contractor community. The course concentrates on the Defense industry and includes the special financial regulations the Government requires in the Federal Acquisition Regulations and the Cost Accounting Standards.

Prerequisites: ACQ 201.

Length: 5 Class Days

BFM 209

Selected Acquisition Report

Selected Acquisition Report is designed to enable the student to prepare, generate, and review the Selected Acquisition Report (SAR). The SARs provide a summary to Congress of the costs, schedule, and performance status of Major Defense Acquisition Programs (MDAPs). The Consolidated Acquisition Reporting System (CARS), which is the automated system for MDAP reporting, has been fully integrated into the course with in-depth, hands-on training exercises. Exercises are supplemented with detailed, ready references for completing each section of the SAR in accordance with DoD 5000.2-R, "Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs."

Lecture and discussion cover the key concepts of the SAR and each of its sections, with special concentration on the SAR cost variance analyses and categorizations supplemented by computer assisted case studies in a fully automated classroom. Prerequisites: ACQ 201.

Length: 5 Class Days

BFM 210

Selected Acquisition Report (Review)

The three-day Selected Acquisition Report (SAR) is a shortened course designed as a follow-on course for personnel with some previous SAR experience. It has the same objectives as the five-day course, i.e., to enable acquisition personnel to prepare, generate, and review the SAR. The SARs provide a summary to Congress of the cost, schedule, and performance status of MDAPs. The Consolidated Acquisition Reporting System (CARS), which is the automated system for MDAP reporting, has been fully integrated into the course with in-depth, hands-on training exercises. Exercises are supplemented with detailed, ready references for completing each section of the SAR in accordance with DoD 5000.2-R, "Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs." Lecture and discussion cover the key concepts of the SAR and each of its sections, with special concentration on the SAR cost variance analyses and categorizations supplemented by a limited number of computer assisted case studies in a fully automated classroom.

Prerequisites: BFM 209.

Recommended: This course is appropriate for acquisition personnel with some previous SAR/CARS experience and training. Acquisition personnel with no previous SAR/CARS experience and SAR preparers with some SAR/CARS experience, but no formal SAR/CARS training, should take the SAR basic course, BFM 209.

Length: 3 Class Days

CON 101

Contracting Fundamentals

Contracting Fundamentals is a survey course encompassing the entire contracting process from receipt of a purchase request through contract completion and contract closeout. The course is designed for students who are new to the contracting workforce, either entry-level or crossovers from other career fields. Students are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR) and the DoD Supplement to the FAR (DFARS), as well as ethics and basic contract law. Application of the information is reinforced through a series of practical exercises that include preparing a solicitation, conducting a bid opening, conducting negotiations, writing a Price Negotiation Memorandum, and post award problems based on a contract in force.

Prerequisites: None.

Length: 20 Class Days

CON 102

Operational Level Contracting Fundamentals

Operational Level Contracting Fundamentals is designed for entry level contracting personnel with special emphasis on the operational (base/post/camp/station) contracting environment. Students are instructed in those basic contracting functions to include: purchase request review, requirements analysis, source selection planning, selecting terms and conditions for solicitations, solicitation of offers, bid and proposal evaluation, negotiations, contract award, and execution, responding to protests, ethics, contract managing, quality assurance, contract modifications, exercising options, termination and closeout, as well as performance of administrative functions. Students must bring a hand-held calculator.

Note: This course is equivalent to CON 101. Students who have already taken CON 101 or CON 103 should not take this course.

Prerequisites: None.

CON 103 Facilities Contracting Fundamentals

Facilities Contracting Fundamentals covers a broad range of complex and detailed topics for entry level personnel in the facilities/construction contracting arena. The course provides a detailed study of contracting procedure as prescribed by the FAR, DFARS, basic statutes, ethics policies, and other pertinent authorities that govern DoD contracting operations. This course is specifically tailored to address facilities related contracting. The target audience for this course consists of entry level personnel in the contracting series who are or will be assigned as contract negotiators, contract specialists, procurement analysts, price analysts, or contract administrators in facilities-related contracting.

Note: This course is equivalent to CON 101 and focuses on construction and facilities contracts. Students who have already taken CON 101 or CON 102 should not take this course.

Prerequisites: None.
Length: 20 Class Days

CON 104 Contract Pricing

Contract Pricing is designed for entry-level contracting personnel. It lays the foundation for the study and practice of cost and price analysis. Topics include a review of the contracting environment's sources of data for cost and price analysis, methods for analyzing direct and indirect costs, methods for performing profit analysis, ethics in contract pricing, and a selection of current pricing topics. An actual cost analysis is used to illustrate and integrate the various concepts, methods and techniques covered in the course. Estimating techniques will be demonstrated via computer modes; a diskette will be provided. Individual and group negotiation workshops address the fundamentals of the negotiation process, including essential techniques, strategies, and tactics. Basic algebra skills are required for successful completion of the course.

Prerequisites: CON 101, 102 or 103.
Length: 14 Class Days

CON 105 Operational Level Contract Pricing

Operational Level Contract Pricing is designed for entry level contracting personnel with special emphasis on the operational (base/post/camp/station) contracting environment. Training is directed toward contract price and cost analysis, and proposal evaluation. Training includes pricing theory, analysis techniques of price, cost, profit, and ethics, as well as evaluation of contractor proposals, competitive, and noncompetitive negotiation. Application of contracting techniques and skills are employed through operational/contingency case studies and the use of problem-solving techniques. Basic algebra skills are required. Students must bring a hand-held calculator. Note: This course is equivalent to CON 104. Students who have already taken CON 104 or CON 106 should not take this course.

Prerequisites: CON 101 or 102.

Length: 14 Class Days

CON 106

Facilities Contracts Pricing

Facilities Contracts Pricing provides an introduction to the principles, tools, and techniques of cost and price analysis. Emphasis is placed on methods for analyzing direct and indirect costs, performing profit analysis by use of weighted guidelines, projection techniques, sources of data for cost and price analysis, and selected current topics. Practical problems involving construction, architect-engineer, and facility support service contracts are used to demonstrate and integrate the various methods and concepts taught in the course. Mock negotiations based on construction, architect-engineer, and facility support service contract cases are used extensively in the third week of the course. The preparation and function of the business clearance is incorporated into the course. A background in mathematics through basic algebra is essential. Extensive problem solving is involved.

Note: This course is equivalent to CON 104. Students who have already taken CON 104 or CON 105 should not take this course.

Prerequisites: CON 101 or 103.

Length: 14 Class Days

CON 201

Government Contract Law

Government Contract Law provides an understanding of the impact of Government contract law on daily decision making in acquisition. It introduces basic legal principles and sources of contract law as they apply to the Government's acquisition of supplies and services, as well as construction services. Court cases and administrative decisions (General Accounting Office, Boards of Contract Appeals) are discussed with emphasis on how the law affects the Government/contractor interface and how to avoid legal disputes and maintain ethical business relationships. The target audience for this course is intermediate level personnel who have some experience with Government contracting and are responsible for contract formation or management. Note: CON 201(C) is equivalent to CON 201, with a focus on contract law issues pertinent to construction and facilities contracting. Prerequisites: Level I (Contracting) certification courses.

Enclosure (1) to COMDTINST 1520.2

Recommended: CON 211, 221, 222 or 223 strongly recommended.

Length: 10 Class Days

CON 211

Intermediate Contracting

Intermediate Contracting is designed for intermediate level personnel. It concentrates on management functions in the pre-award phase of contracting, and contracting problem analysis and resolution. This course is specifically designed for personnel in the contracting series and for personnel in the manufacturing/ production series whose jobs are primarily pre-award oriented. Case studies and classroom activities expose students to contracting problems and management functions in the pre-award phase to help students utilize ethical principles and develop decision-making skills relevant to the management of a wide variety of Government acquisitions.

Prerequisites: One of CON 104, 105 or 106.

Length: 15 Class Days

CON 221

Intermediate Contract Administration

Intermediate Contract Administration presents intermediate-level personnel with an intensive examination of important areas in contract management. Topics include cost and profit/fee adjustments, cost accounting, contract administration organizations, contract surveillance and quality assurance. Additional subject areas covered includes financial management, terminations, disputes, labor relations, subcontractor controls, environmental management, and current Government regulations and directives related to contract administration and closeout. Emphasis is placed on providing students with an opportunity to identify and evaluate relevant facts and analyze alternative solutions in the management of Government contracts. Students are required to develop a written case study relating to contract administration based upon their work experience. Student cases provide a basis for classroom presentations and situational analysis corresponding to relevant contract administration topics.

Prerequisites: CON 104, 105 or 106.

Length: 10 Class Days

CON 222

Operational Level Contract Administration

Operational Level Contract Administration is designed to assist intermediate level personnel in the area of post-award contract management. Emphasis is placed on ethical decision-making and problem solving techniques applicable to base, post, camp, or station level contracting functions. Core curriculum consists of contract administration's nature and purpose; ethical standards of conduct; limit of authorities; contract interpretation, modifications, administrative requirements associated with commodities, services and construction contracts, other administrative requirements such as 8(a), contract types, disputes and appeals, and liquidated damages, negotiation strategies and techniques, and terminations. Precourse Material: A local contract administration case study must be brought to class to be used as part of course completion requirements.

Note: This course is equivalent to CON 221. Students who have already taken CON 221 should not take this course.

Prerequisites: CON 104 or 105.

Length: 10 Class Days

CON 223

Intermediate Facilities Contracting

Intermediate Facilities Contracting is designed to provide an intensive review for intermediate level personnel with responsibilities for the full range of the acquisition cycle related to architect-engineer, construction, and facilities contracting. To accomplish this objective, a student should already have skills in pre-award and post-award functions, including acquisition planning, source selection, the award process, day-to-day administration, modifications, acceptance, and remedies. The case study method will be used to enhance the student's ability to identify and evaluate relevant factors and apply ethical principles, while analyzing recommended viable alternatives/solutions for contracting "challenges".

Prerequisites: CON 104 or 106.

Length: 10 Class Days

CON 231

Intermediate Contract Pricing

Intermediate Contract Pricing both reinforces pricing skills taught in CON 104 and develops skills in price analysis, advanced pre-award pricing decisions, post-award pricing decisions, and general contract pricing issues. The first week of the course is primarily quantitative in nature, focusing on statistical and economic analysis tools. Students are expected to bring to class and be capable of using a calculator with an exponential and reciprocal function. Public domain software is used in applying quantitative theory and in pricing situations. The second week focuses primarily on application of quantitative techniques and advanced contracting concepts. Students will focus on developing pre-negotiation positions on proposed indirect cost rates. Students will also develop skills in estimating cost-to-complete, pricing equitable adjustments (with exercises related to claims and contract modifications), defective pricing, cost realism analysis, contract types, and contract financial analysis with emphasis on contract financing considerations. Students are encouraged to call on their unique experiences to provide a basis for discussion and analyses of relevant contract pricing topics, the application of appropriate pricing principles and development of workable solutions.

Prerequisites: CON 104, 105 or 106.

Recommended: Personnel who have taken a basic pricing course other than CON 104 should either complete CON 104 or a basic statistics course prior to attending CON 231.

Length: 10 Class Days

CON 232

Overhead Management of Defense Contracts

Enclosure (1) to COMDTINST 1520.2

Overhead Management of Defense Contracts includes coverage of both introductory and advanced overhead management concepts. It provides a sequence of instruction that is appropriate for contracting officers, buyers, price analysts, auditors, and contract administration personnel. Emphasis is placed on the overhead process, rate development, final rate determination, pricing applications, cost accounting standards, cost principles, cost monitoring, contract administration, and ethical principles. This course is designed for personnel being assigned to program projects in which contractor overhead situations are present and are important elements of cost.

Precourse Material: Students should review "Indirect Cost" chapter of the Armed Services Pricing Manual before attending the course.

Prerequisites: One of CON 104, 105 or 106.

Length: 10 Class Days

CON 233

Cost Accounting Standards Workshop

Cost Accounting Standards Workshop provides detailed, hands-on instruction in the various aspects of Public Law (PL) 100-679 to include the rules and regulations of the Cost Accounting Standards Board, the Cost Accounting Standards (CAS), and disclosure statements. In a workshop environment, students solve problems and gain a working familiarity with DoD policy relative to the implementation of CAS requirements, administration and contract adjustments for new standards, noncompliances and interest assessments, voluntary changes, and ethics.

Prerequisites: CON 231.

Length: 10 Class Days

CON 234

Contingency Contracting

Contingency Contracting is a course designed to develop the skills necessary to provide direct contracting support to joint tactical and operational forces participating in the full spectrum of armed conflict and military operations other than war (MOOTW), both domestic and overseas. The course is hands-on, skills-based, and extensively uses common automation tools. Practical exercises are used throughout to reinforce working in a joint, multi-cultural environment. Topics include: identifying and applying laws and regulations unique to contingency operations; the roles and responsibilities of the Contingency Contracting Officer in joint military operations; deliberate and crisis action planning to include contingency contracting kits and support plans; unique financial and appropriations issues; establishing a contracting office in an austere and/or high threat environment; selecting, justifying and executing the appropriate contractual instrument to meet common contingency requirements; administration, termination and close out of contingency contracts to include the role of the Defense Contract Management Command, Army Logistics Augmentation Program (LOGCAP), and Navy Emergency Construction Capability (CONCAP). This course is intended for contracting and purchasing career field non-commissioned officers, officers, and emergency essential civilians of all services who are in deployable positions. Whenever practical, students should attend the course prior to assuming duties as a deployable contracting officer or purchasing agent.

Prerequisites: One of CON 101, 102 or 103 or PUR 101.

Recommended: Two years of purchasing or contracting experience is highly recommended.

Length: 9 Class Days

CON 241

Information Technology Contracting

Information Technology Contracting is designed to increase the knowledge and skills of intermediate contracting personnel who are involved in the acquisition of Information Technology (IT) resources. Through case studies and practical exercises students will be exposed to and perform all contracting functions concerning the acquisition of IT resources. Students will use statutes, OMB circulars, DoD instructions, and make ethical decisions applicable to make an IT acquisition. They will examine the roles of all government personnel involved in the IT acquisition process. Students will review data used in the development of an acquisition plan for IT resource acquisition. They will learn to distinguish among the types of IT resource acquisitions and select the appropriate method of acquisition for each type. They will learn the function of integrated product teams (IPT) and how they affect the development of the solicitation for each type of IT resource acquisition. They will learn the process for source selection and the use of performance based contracting. They will learn how to evaluate and select a proposal for award. In addition, they will learn how to apply contract performance monitoring necessary for the resultant contract.

Prerequisites: CON 104, 105 or 106.

Length: 10 class days

CON 301

Executive Contracting

Executive Contracting is a unique forum for senior personnel in the contracting career field to examine a wide range of acquisition issues. Through guest speaker lectures, discussions, workshops, and a Capitol Hill visit to observe Congressional activities, this course provides an intensive executive level view of current issues and events in acquisition and in particular, contracting. Topic areas cover: contracting policy (DAR Council, Office of Procurement Policy (OFPP), current, actual and proposed changes, and changing technologies), External Forces (SBA, GAO, DODIG, and legislative statutes), and Work Environment (contracting innovations, change, ethics, etc). Participants will be able to discuss the current, relevant, and projected DoD contracting and management issues as they relate to contracting; and identify and discuss the impact on present acquisition and contracting practices of recently established or proposed policies, regulations, directives, or studies. They also gain an awareness of how legislation and procurement policy makers operate and will work with issues, problems, and the community at large. Participants will network with other contracting personnel on various approaches as a means of understanding and, if appropriate, implement ideas presented in the course.

Precourse Material: Participants must prepare a paper describing: (a) contracting issues of importance to their activity and (b) a contracting success story to be shared in the class.

Prerequisites: Level II (Contracting) courses.

Length: 5 Class Days

CON 333

Management for Contracting Supervisors

The Management for Contracting Supervisors Course is designed for first line supervisors assigned to acquisition/contracting positions within the Federal government. The course concentrates on numerous Department

Enclosure (1) to COMDTINST 1520.2

of Defense management issues formulated within a variety of preaward and postaward risk management scenarios that challenge acquisition professionals. Participants utilize the Harvard case study method, critical incidents, small group interaction and other teaching methods to assess and interpret the variables that affect contract performance and successful mission accomplishment in DoD procurement. Case scenarios are supplemented and reinforced by other techniques such as guest lecturers, panel discussions, management and leadership self-assessments, and other issues that may be raised during the class by students. Participants are encouraged to apply their experience and expertise to the course, and to share/expand their knowledge of acquisition, procurement and management techniques. Participants are also encouraged to exchange visionary ideas on ways to continuously improve mission accomplishment.

Prerequisites: One year of contracting experience after Level II certification.

Length: 5 Class days

GRT 201

Grants Management

Enclosure (1) to COMDTINST 1520.2

Grants Management provides training to Level II DoD personnel involved in the award, administration, and management of grants, cooperative agreements, and other similar Federal financial assistance in the DoD.

Prerequisites: None.

Recommended: Level I (Contracting) courses.

Length: 5 Class Days

IND 101

Contract Property Administration Fundamentals

Contract Property Administration Fundamentals is designed for industrial property management specialists, property administrators, plant clearance officers, and other Government personnel who manage Government property. Participants gain a strong foundation in the management and control of Government property in accordance with contract and regulatory requirements. Course content covers policy, programs, organization, and procedures relating to the administration of Government property. The course focuses on objectives and methods of monitoring systems involved with Government material, special tooling, special test equipment, facilities, and agency-peculiar property, and the application of system analysis programs. Participants are introduced to the fundamental concepts of Government property administration; the legal aspects of risk of loss, damage, and destruction of Government property; the property administrator's authority, property control systems; system analysis; disposal of Government property; ethics; and quality.

Prerequisites: None.

Length: 10 Class Days

IND 102

Contract Property Disposition

Contract Property Disposition is designed to enhance the skills of Government personnel performing contract property disposition functions. Participants analyze the responsibilities of plant clearance, property

administration officers and their relationships with contractors, and contractor employees engaged in the disposition of Government property furnished in support of defense contracts. Topics include contract property disposition, regulations and guidance contained in the FAR and implementing DoD regulations, and ethical principles.

Prerequisites: None.
Length: 5 Class Days

IND 103

Contract Property Systems Analysis

Contract Property Systems Analysis builds a solid foundation in audit principles and techniques for entry-level property administrators and industrial property management specialists. The course covers contractual and regulatory requirements for establishing and maintaining a system to control all Government property for which the contractor is responsible and accountable. The instructional process underscores the importance of property control system requirements and provides the tools necessary for the property administrator to plan and perform a property control systems analysis. Course content examines the functions, functional segments, and criteria specified in the DoD "Manual for the Performance of Contract Property Administration," DoD 4161.2M. Students are exposed to basic theories of inferential statistics and applications; the use and effective implementation of statistical sampling of selected populations; and data analysis of both transactions and attributes; and ethical principles; analyzing data collected from an audit; and assessing a contractor's system for compliance. Audit strategies for performance before, during and as follow-up to the systems analysis, are also covered, along with techniques for reporting and resolving system deficiencies.

Prerequisites: IND 101.
Length: 5 Class Days

IND 201

Intermediate Contract Property Administration

Intermediate Contract Property Administration is designed for experienced property administrators, plant clearance officers, their supervisors and other Government personnel whose duties and responsibilities are related to the management of Government property controlled by contractors. The course is concerned with the planning, organization, and conduct of the overall functions of property administration. Emphasis is placed upon critical analysis of current management policy and practice at three levels: top management, management of field activities, and contractor management. Primary consideration is given to setting and attaining objectives, implementing advanced management techniques, and identifying and analyzing current problem areas. Participants analyze and discuss current issues in property administration including property management, the property clauses, acquisition, receiving, records, storage and movement, maintenance, subcontract control, liability for loss, damage or destruction of Government property, and disposition. Current property administration problems and issues are analyzed and discussed. Participants are required to prepare a case presentation on a relevant property administration topic and present it in class.

Prerequisites: IND 103.
Length: 10 Class Days

IND 202

Contract Property Management Seminar

The Contract Property Management Seminar is designed for property administrators, industrial property management specialists, and plant clearance officers at both field level and staff locations. The seminar builds upon the introductory and intermediate contract property courses. Participants analyze problems, solutions, policies, and programs that impact on the property administration function. Property administrators collaborate in developing management and problem-solving strategies, and examine priorities and goals within the property administration office. Leadership, communication, professionalism, ethics, and team building are emphasized. Participants discuss DoD property management initiatives, new ideas developed in their own organizations, and explore the challenges and problems faced by property administration offices. Methods of instruction include case studies, simulations, guided discussions, and group projects. Guest lecturers, teaching interviews, and round-table discussions expose participants to new ideas and trends.

Prerequisites: IND 201.

Length: 5 Class Days

IRM 101

Basic Information Systems Acquisition

Students in this course explore introductory level concepts in information systems acquisition management in DoD including: using the Functional Process Improvement Program, identifying applicable laws and regulations, developing information systems life cycle management and acquisition strategies, defining information systems Statements of Work and specifications, describing telecommunications and network requirements, and planning a source selection. The focus of this course is basic knowledge and comprehension of these fundamental concepts. Note: IRM 101 is a non-resident course using distance education technology.

Prerequisites: ACQ 101.

Length: Variable

IRM 201

Intermediate Information Systems Acquisition

Intermediate Information Systems Acquisition provides a comprehensive overview of the DoD systems acquisition, technical and business processes related to information systems. It also presents the acquisition management integration process that ties the various functional elements of information systems acquisition together. The course goal is to develop knowledgeable, competent mid-level managers capable of actively participating in the planning, organizing, directing, and controlling of Defense information systems acquisition programs.

Prerequisites: IRM 101, ACQ 201.

Length: 14 Class Days

IRM 303

Advanced Information Systems Acquisition

Students in this course develop high level skills in Information Systems (IS) acquisition management through an integrated program of readings, seminars, case studies, and a simulated IS acquisition that includes extensive hands-on use of current automated tools. Areas of study include analysis and planning, the IS procurement process, oversight, and the unique characteristics of information technology. As a part of mastering the competencies of this career field, students develop the teamwork and critical thinking skills needed in today's acquisition workforce.

Prerequisites: IRM 201.

Length: 20 Class Days

LOG 101

Acquisition Logistics Fundamentals

Acquisition Logistics Fundamentals gives students the opportunity to integrate logistics support policy, support performance requirements and practices applicable to acquisition programs during the various Defense system life cycles. The course provides a broad overview of the role of acquisition logistics in the life cycle process, the system engineering process, and the role of Integrated Logistics Support (ILS) plans and products play in these two processes. Presentations cover ILS related subjects such as life cycle costing, reliability, availability, maintainability, materiel acquisition processes, supportability analysis processes, logistics relevant test and evaluation, and technical information management. Guest lecturers will discuss real world examples of developing and executing support for DoD programs and policies.

Prerequisites: ACQ 101.

Length: 15 Class Days

LOG 201

Intermediate Acquisition Logistics

The Intermediate Acquisition Logistics course is designed for acquisition logistics managers and their supervisors. The course provides a hands-on approach for building acquisition logistics skills with minimal lectures. The major emphasis is on practical exercises and case study. Major areas of study include: emerging acquisition logistics concepts, policies, constraints, and other considerations; integrated product and process development; logistics interface with systems engineering; market investigations; supportability analysis; logistics test and evaluation; maintenance planning and other supportability element requirements; configuration management interface; life cycle costing; overall program supportability planning; and contracting for acquisition logistics. Students gain skills by using applicable automated job performance aids. They develop theoretical and pragmatic solutions to individual and group exercises/case studies. Students develop and present acquisition logistics briefings, and do research work on current acquisition logistics topics. Students receive a pass or fail grade based on these efforts as well as individual knowledge assessments. The overall goal of the course is to ensure the students have course learning objectives and can function as Level-2 acquisition logisticians in the Department of Defense.

Prerequisites: ACQ101, LOG101.

Length: 15 Class Days

LOG 203

Reliability and Maintainability

Reliability and Maintainability (R&M) is an overview course which will enable acquisition logistics managers to understand the relationships between R&M (engineering disciplines) and acquisition logistics and more effectively evaluate the potential impact of R&M decisions on the logistics aspects of a systems acquisition program. The course stresses a conceptual rather than a statistical approach. Students do not require a background in engineering or statistics, and will be presented with basic R&M terminology and engineering practices. This course should provide a good foundation for further training in the detailed aspects of R&M engineering. It is designed for personnel with management or technical responsibilities in integrated logistics support, logistics support analysis, reliability and maintainability, safety, or maintenance engineering experience.

Prerequisites: ACQ 201, LOG 201.

Length: 3 Class Days

LOG 204

Configuration Management

Configuration Management provides an overview of the basic philosophy and practices of configuration management, life cycle aspects of configuration management, related configuration management activities, and the interrelationships of configuration management and integrated logistics support. It covers the basic policy and procedures of configuration management in DoD directives, regulations and pamphlets, and military standards and specifications. The course material provides a general overview of configuration management and primary documents describing its practice. Other key areas such as identification, audits, change control, ethics, and status accounting are discussed.

Prerequisites: ACQ 201.

Length: 5 Class Days

LOG 205

Provisioning

The course reviews provisioning policies, procedures, and management techniques for different acquisition strategies, and provides functional training in selecting provisioning activities. The course emphasizes the interrelationships and interdependencies of logistic functions and focuses on the management aspects of provisioning a system or end item. Students discuss new concepts and techniques and the application of ethical principles. Emphasis is placed on the flow of the provisioning process to ensure a sound understanding of the normal sequence of events which occur in the provisioning of a system or end item of equipment. Participants will develop competencies in planning, executing, managing, and assessing the provisioning of DoD weapon systems and equipment. Practical exercises and case studies will allow students to engage in significant activities in the provisioning process.

Prerequisites: ACQ 201, LOG 201.

Length: 5 Class Days

LOG 304

Executive Acquisition Logistics Management

Executive Acquisition Logistics Management prepares the acquisition logistician to function in executive-level logistics management and policy-making positions. The student will acquire an understanding of the complex relationships between logistics support planning, acquisition policy, requirements determination, program management, contracting, and Government funds management. The strengths and weakness of the policies and decision making procedures in these areas will be explored as they pertain to acquisition logistics. The course also assists the student to improve skills in finding logistics solutions that will improve weapon system availability and reduce life cycle cost. It will aid the student in becoming a valuable member of the program management team and ensure that logistics considerations are integrated into the design process throughout the life cycle of the weapon system. The topic areas covered in the course include Logistic Support Analysis (LSA), determination of logistics requirements, program management, contracting for logistics, configuration and change management, test and evaluation, budget planning, logistics for Foreign Military Sales and Integrated Logistics Support (ILS) organization and procedures. Evaluation, analysis, forecasting and decision making will be emphasized so that the ultimate design of the overall weapon system and its logistics support is sound from a business perspective. Precourse Material: Students must complete a lessons learned project for sharing with the class prior to arrival at the course.

Prerequisites: Level II (Logistics) courses.

Length: 9 Class Days

PMT 202

Multinational Program Management Course

Multinational Program Management is designed to develop the skills necessary to participate effectively in an international defense acquisition program. Emphasis is placed on the U.S. Policy of encouraging armaments cooperation and enhancing rationalization, standardization, and interoperability (RSI) with allies. Key national, DoD and service policies on international codevelopment, coproduction, and logistics will be explored.

Prerequisites: None.

Length: 5 Class Days

PMT 203

International Security and Technology Transfer/Control Course

International Security and Technology Transfer/Control is designed to develop the skills necessary to participate effectively in an international defense acquisition program. Emphasis is placed on foreign disclosure, technology transfer/control, and information control and security implications within international defense acquisition programs.

Prerequisites: None.

Length: 5 Class Days

PMT 302

Advanced Program Management Course

The primary objectives of PMT 302 are to (1) demonstrate, from the Program Management perspective, the integration of the dynamic processes used in systems acquisition management, (2) provide a learning environment that encourages student inquiry and (3) assist students in developing managerial abilities and functional area knowledge that will enhance their performance in future acquisition related positions. The primary learning methodology is faculty assisted, student led, small group cases and exercises. Through these cases and exercises, the dynamic interaction among the acquisition functional disciplines is explored in detail and the importance of developing and managing effective Integrated Product and Process Teams is emphasized. Subject areas include the integration of technical and business disciplines in the management of a system; the business motivations and technical practices of private industry and the impact they have on successful acquisition management; the development and importance of acquisition policy; the use of quality tools, interpersonal relations and communications skills in the development of an effective acquisition management team; and the evolving defense acquisition environment and the forces driving changes to how the acquisition of a system must be managed. Electives provide an opportunity for students to pursue further inquiry. Interaction with current program managers, as well as with senior officials of the Office of the Secretary of Defense, the Military Departments and the defense industry provides an executive level educational forum.

Prerequisites: ACQ 201.

Security Clearance: A SECRET security clearance is required.

Length: 67 Class Days

PMT 303

Executive Program Managers' Course

The Executive Program Managers' course is designed to meet the learning and performance needs of newly selected Program Executive Officers and ACAT I & II Program Managers/Deputy Program Managers. Building on the general program management competencies acquired in PMT 302, Advanced Program Management Course and subsequent on-the-job experience, PMT 303 provides the most recent policies and issues in system acquisition.

Prerequisites: PMT 302.

Length: 22 Class Days (Includes a 2-day mandatory pre-course workshop)

PMT 304

Advanced International Management Workshop

Advanced International Management Workshop reinforces and advances the principles of collective defense through armament cooperation and presents a balanced view of attendant topics. Students will develop basic skills in, and gain an appreciation of, the problems and issues associated with international negotiation of cooperative defense agreements. Specific topics will include preparation for negotiation, authority to negotiate and conclude, DoD policies and experiences, and negotiation issues. The role of Congress and the Department of Commerce will be explored.

Prerequisites: None.

Length: 5 Class Days

PMT 305

Program Manager's Survival Course (ACAT III)

The Program Manager's Survival Course is designed to update the newly designated ACAT III program/product manager on current acquisition policy, principles and practices. The course includes lessons learned from recent experiences and how to operate as a Program Manager (PM) in the current environment. The course provides the new PM with the tools necessary to accurately assess the program and the program office personnel. Participants then examine their personal leadership style, assess personal strengths and weaknesses and prepare a plan to become a more effective manager.

Prerequisites: PMT 302.

Length: 10 Class Days

PMT 341

Systems Acquisition for Contracting Personnel

Systems Acquisition for Contracting Personnel provides contracting personnel with fundamental knowledge and understanding of acquisition management disciplines from requirements definition to field deployment of major systems. The curriculum examines systems acquisition functions emphasizing their interrelationships, interactions, and ethical implications. The result is that the participants will be able to apply the concepts in specific contracting situations as well as to enhance their skill in providing support to program management organizations. The curriculum includes the totality of the system acquisition process: requirements generation; acquisition life cycle; planning, programming and budgeting; engineering management; test and evaluation; computer resources; performance measurement; manufacturing; and supportability. These are examined as interrelated pieces that interact dynamically.

Prerequisites: None.

Length: 10 Class Days

PQM 101

Production and Quality Management Fundamentals

Production and Quality Management Fundamentals is an entry-level course that emphasizes basic production/manufacturing and quality assurance principles, policies, processes and practices used in the DoD. This course addresses topics such as automation tools, industrial base, materiel control, technical support to negotiations, pre-award and post-award activities, producibility, technical surveillance, process evaluation, statistical tools, quality assurance planning, and engineering.

Prerequisites: ACQ 101.

Length: 10 Class Days

PQM 103

Defense Specification Management Course

Defense Specification Management covers DoD management policies and procedures for development, preparation, and use of non-Government standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process. The course evolves from identification of the requirement through development, application, feedback, and maintenance of a document. Emphasis is placed on

Enclosure (1) to COMDTINST 1520.2

acquisition reform for specifications and standards to include: market research, use of commercial/ non-developmental item alternatives, use of performance specifications, and current defense policies for application of requirements. The course includes exercises on acquisition reform-related topics.

Prerequisites: None.
Length: 9 Class Days

PQM 104 **Defense Specification Users Course**

The Defense Specification Users course provides instruction for personnel who use or review non-Government standards, commercial item descriptions, specifications, standards, and related documents in the acquisition process but are not involved full time in document writing (development) functions. The course assists students in the appropriate selection of requirements documents and their correct application. The course focuses on the roles of document users in Acquisition Reform for Specifications and Standards.

Prerequisites: None.
Length: 5 Class Days

PQM 201 **Intermediate Production and Quality Management**

The Intermediate Production and Quality Management course explores the concepts and actions in manufacturing and quality management of DoD acquisition programs. Students follow a curriculum which uses the life-cycle approach centered on establishing a "predictable factory" capable of on-time delivery of uniform, defect-free hardware at affordable costs. Major areas of study include: industrial base issues, producibility, theory of variability, process control, concurrent (integrated product development) engineering, production readiness validation, and performance measurement. The course covers DoD policies and concepts related to material review and corrective action; as well as engineering change proposal evaluation; technical data package review and evaluation; test monitoring and analysis; configuration management reviews; pre-award surveys and post-award conferences; quality system reviews; and defect control through statistical processes.

Prerequisites: ACQ 201, PQM 101.
Length: 15 Class Days

PQM 202 **Commercial and Nondevelopmental Item Acquisition**

Commercial and Nondevelopmental Item (NDI) Acquisition focuses on tools and techniques for identifying and evaluating commercial and NDI alternatives throughout the acquisition process. The course provides instruction on requirements definition, acquisition strategy development, acquisition, and support planning. It also introduces tools and techniques for selecting and preparing the appropriate technical requirements documents, commercial item descriptions, using multiple award schedules, and using market acceptability criteria, and lessons learned in commercial and NDI acquisition. Instructional methods used include videotapes, lecture, class discussion, and case studies of actual acquisitions.

Prerequisites: None.
Length: 2 Class Days

PQM 203

Market Research and Commercial Item Descriptions

Market Research and Commercial Item Descriptions presents instruction on the preparation and review of commercial item descriptions, including market research techniques to identify and characterize commercial items, the development and use of market acceptability criteria, and the development of performance-based salient characteristics. The course also provides current DoD policy on the use of commercial items, market research, and performance-based specifications.

Prerequisites: None.

Length: 1 Class Day

PQM 301

Advanced Production and Quality Management

Advanced Production and Quality Management is structured around an integrated product development, concurrent engineering acquisition philosophy prescribed in DoD Directive 5000.1 and DoD 5000.2-R. The course investigates day-to-day strategic policy development and decision making issues relevant to successfully managing three core technical tasks in DoD acquisition: systems and process development, manufacturing, and product quality verification. It stresses strategic planning, the logical thinking process, and an ability to identify and effectively work within policy, regulatory, technical, or physical constraints to management effectiveness. Students are taught appropriate operational definitions and quality measures. Significant portions of the course concentrate on the principal themes of: systems engineering, manufacturing, and quality assurance, with special attention to specific statistical tools and techniques, software management, and the industrial base. Other major supplementary topics are: acquisition policy review, contracts management and administration, contractor finance, funds management, cost/schedule management, ethics, and professionalism. Prominent guest lecturers and panel members, and executive leaders from Government and industry, present pertinent and timely examples or conduct open panel discussions appropriate to the course objective and emphasis. An analytical discussion of a "real-life" casestudy completes the course.

Prerequisites: PQM 201.

Length: 10 Class Days

PUR 101

Simplified Acquisition Fundamentals

The Simplified Acquisition Fundamentals teaches acquisition personnel to use simplified acquisition procedures (SAP) to accomplish acquisitions below the simplified acquisition threshold (SAT). Participants will learn to locate and apply policies, procedures, and guidance contained in the Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). The course emphasizes the importance of customer satisfaction, market research, performance based specifications, buying commercial items, best value source selection, and administration of commercial items when acquired using SAP.

Prerequisites: None.

Length: 10 Class Days

PUR 102

Operational Level Simplified Acquisition Fundamentals

The curriculum of Operational Level Simplified Acquisition Fundamentals is group-paced and provides students with the necessary skills and knowledge to perform a broad range of base, post, camp or station level simplified acquisition responsibilities. Students are introduced to the techniques and procedures used in accomplishing simplified acquisition actions. Students complete a detailed study of simplified acquisition procedures and regulations as outlined in the Federal Acquisition Regulation (FAR), and the DoD Federal Acquisition Regulation Supplement (DFARS). Emphasis is placed on developing competencies and applying ethical principles in performing basic base, post, camp or station level simplified acquisition tasks. Note: This course, which focuses on operational level contracting, is equivalent to PUR 101. Students who have already taken PUR 101 should not take this course.

Prerequisites: None.

Length: 10 Class Days

PUR 201

Intermediate Simplified Acquisition Procedures

The Intermediate Simplified Acquisition Procedures course provides current or potential simplified acquisition contracting officers with the skills necessary to provide guidance and direction about the more complex actions under the simplified acquisition threshold (SAT). Participants use an integrated case study to assess and make decisions on a complicated simplified acquisition. The course provides practical experience in procurement planning, customer satisfaction, market research, performance based specifications, buying commercial items, best value source selection, and innovative problem solving skills.

Prerequisites: PUR 101 or PUR 102

Recommended: Participants should have at least one year experience in simplified acquisition.

Length: 10 Class Days

SAM 101

Basic Software Acquisition Management

Basic Software Acquisition Management introduces software acquisition professional to the software acquisition field through distance learning coverage of the key competencies of the field. Students learn the types and impacts of risks in software acquisition and development, the DoD regulatory and technical frameworks that apply to software acquisition, the software development life cycle and integration processes, and procurement regulatory requirements. Additional topics include basic tools for planning and measuring in a software acquisition environment, and best practices for software acquisition and management across all types of software acquisition to include C4I, AIS and MCCR systems. Note: This is a nonresident individually self-paced course using a CD-ROM.

Prerequisites: ACQ 101.

Length: Variable

SAM 201

Intermediate Software Acquisition Management

Intermediate Software Acquisition Management extends the career education of the software acquisition professional through applied learning using in-depth study of real and hypothetical software acquisition cases from within DoD to include C4I, AIS and MCCR. The students extend their knowledge of current best practices and critical success factors for software acquisition by actively applying concepts and tools of risk management and project management, to include plans for defining procurement requirements, vendor qualification, evaluation of proposal evaluation criteria, and creation and evaluation of documentation relevant to software acquisition. Learning processes focus on all key competencies established for Level II software acquisition professionals.

Prerequisites: ACQ 201, SAM 101.

Length: 14 Class Days

SAM 301

Advanced Software Acquisition Management

Advanced Software Acquisition Management focuses on all key skills for senior software acquisition professionals and uses in-depth study of real and hypothetical software acquisition cases from within the DoD to include C4I, AIS and MCCR. Students extend their knowledge, appropriate to Level III positions, about program planning and management for software acquisition, risk identification and mitigation, and software acquisition critical success factors and best practices, including management of a program management office.

Prerequisites: SAM 201.

Length: 14 Class Days

SYS 201

Intermediate Systems Planning, Research, Development, and Engineering

Intermediate Systems Planning, Research, Development and Engineering enhances the ability of the student to initiate, execute, and monitor science and engineering acquisition activities; forecast staffing budget requirements; assist in the integration of technical activities performed by multiple agencies; execute and evaluate the technical development activities proposed by industry sources; and ensure the technical integrity of the operational system. Topics covered include steps in the system engineering process, requirements analysis, functional analysis and allocation, synthesis, and systems analysis/control. Specific techniques introduced include the systems engineering management plan, the functional flow diagram, requirements allocation sheet, work breakdown structure, design reviews and audits, design to cost influence, technical performance measurement programs, configuration management, developmental baseline, risk identification, and management. Special emphasis is placed on characteristics of a system such as life cycle cost affordability; readiness/supportability; reliability; testability and producibility. Practical exercises and case studies are used to reinforce comprehension, adaptation, and application of procedures.

Prerequisites: ACQ 201.

Length: 10 Class Days

SYS 301

Advanced Systems Planning, Research, Development and Engineering

Advanced Systems Planning, Research, Development and Engineering uses a facilitated case study to help students become more effective in the use of the science, technology and systems engineering processes and procedures that must be followed during each phase of a system's life cycle. The curriculum enhances the ability of technical staffs of functional managers to analyze and solve technical problems; evaluate and forecast cost, schedule, performance and risk issues across the systems engineering life cycle; synthesize and integrate program management office activities; and ensure the integrity and productivity of research, development and engineering activities. The common tools of systems planning research, development and engineering are used within the framework of an integrated case study that starts with a need, progresses through the acquisition milestones and phases, and ends with a demonstration of system effectiveness. The students will employ requirements analyses, risk management, technical performance measures, trade-off analyses, configuration and data management, technical reviews, forecasting, design of experiments, work breakdown structures, and specification and statement of work tailoring to control and evaluate the evolutionary design of a target system. Special emphasis is placed on exploring the relationships between science and technology, systems engineering, and acquisition management.

Prerequisites: SYS 201.

Length: 10 Class Days

TST 101

Introduction to Acquisition Workforce Test and Evaluation

Introduction to Acquisition Workforce Test and Evaluation emphasizes the basic test and evaluation management and engineering principles, policies, and practices used by the DoD. The course emphasizes the unique role of test and evaluation as a feedback mechanism for systems engineering during all phases of the system life cycle. Students are introduced to the special relationship of test and evaluation to the interfacing disciplines of systems engineering, program management, logistics support, and production/manufacturing and quality assurance. Faculty and guest speakers will present lectures, case studies, and class exercises that examine the roles of Government and industry organizations in test and evaluation management. Common tools used in test and evaluation which are introduced include: detailed test plan, Test and Evaluation Master Plan (TEMP), test reports, and test plan working groups. The many types of tests covered include: developmental testing, operational testing, live fire testing, qualification testing, and production acceptance testing. A primary objective of this course is to enhance the ability of junior test and evaluation professionals to interact with program managers and to function effectively within the acquisition process.

Prerequisites: ACQ 101.

Length: 5 Class Days

TST 202

Intermediate Test and Evaluation

Intermediate Test and Evaluation is designed for T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have two to four years of acquisition experience with at least half in T&E. The course focuses on the role of T&E as a weapons system advances through the acquisition cycle. The course engages the students in problem solving situations to generate an ability to use ideas, concepts, principles, and theories relative to T&E planning and operations. Course topics include: test planning, design, conduct, instrumentation, analysis/evaluation, reporting, software, and modeling and simulation. The student will be required to apply his/her knowledge as a team member in a detailed integrative exercise which addresses the major issues in developing a complete test plan for a major weapons system. Students will be learning the latest in T&E policies and tools in addition to developing methods to avoid the pitfalls of the past.

Prerequisites: ACQ 201, TST 101.

Length: 9 Class Days

TST 301

Advanced Test and Evaluation

Advanced Test and Evaluation is designed for T&E engineers, scientists, operations researchers, computer scientists, other technical personnel, and project organization personnel who have four to eight years of acquisition experience, with at least half in T&E. The course focus is on policy and management issues as well as the technical aspects of T&E. Incoming students are expected to have the fundamental and practical knowledge of T&E concepts presented in the TST 101 and TST 202 courses. The TST 301 course engages the students in problem solving situations to generate an ability to use ideas, concepts, principles, and theories relative to T&E planning, conduct, and management. Topic areas include requirement analysis, test and evaluation planning, conducting analysis and evaluation, reporting and new testing methods. The student will be required to apply knowledge through participation in several mini-cases and exercises that address current issues in T&E. In addition, the course will conclude with a detailed integrative exercise that will address the major topics and issues presented in the course. After completing this course, the student will be prepared to manage new and unique T&E projects by applying his/her knowledge of appropriate T&E DoD policies, procedures and proven concepts.

Prerequisites: TST 202.

Length: 5 Class Days

Encl. (2) to COMDTINST 1520.2
U.S. Coast Guard DAU

Schedule and Quota Allocation for FY98

U. S. Coast Guard DAU
Schedule and Quota Allocation for FY98

Course Title	School Code	Course	Class #	Phase	Start Date	End Date	Location/Sponsor	USCG Quotas
FUNDAMENTALS OF SYSTEMS ACQUISITION MANAGEMENT	231	ACQ 101	005		980217	980226	DSMC, FT BELVOIR VA	1
FUNDAMENTALS OF SYSTEMS ACQUISITION MANAGEMENT	231	ACQ 101	006		980310	980319	DSMC, FT BELVOIR VA	1
FUNDAMENTALS OF SYSTEMS ACQUISITION MANAGEMENT	231	ACQ 101	007		980407	980416	DSMC, FT BELVOIR VA	1
FUNDAMENTALS OF SYSTEMS ACQUISITION MANAGEMENT	231	ACQ 101	009		980519	980529	DSMC, FT BELVOIR VA	1
FUNDAMENTALS OF SYSTEMS ACQUISITION MANAGEMENT	231	ACQ 101	010		980707	980716	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	001		971020	971114	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	003		971117	971212	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	004		971124	971219	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	007		980202	980227	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	010		980309	980403	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	012		980406	980501	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	014		980511	980605	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	015		980601	980626	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	018		980706	980731	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	019		980727	980821	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	021		980824	980918	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	022		980831	980925	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	023		980921	981016	DSMC, FT BELVOIR VA	1
INTERMEDIATE SYSTEMS ACQUISITION	231	ACQ 201	024		980928	981023	DSMC, FT BELVOIR VA	1
FUNDAMENTALS OF COST ANALYSIS	907	BCF 101	001		971014	971031	ALMC, FT LEE VA	1
FUNDAMENTALS OF COST ANALYSIS	907	BCF 101	004		980105	980123	ALMC, FT LEE VA	1
FUNDAMENTALS OF BUSINESS FINANCIAL MANAGEMENT	231	BCF 103	002		980223	980227	DSMC, FT BELVOIR VA	1
INTERMEDIATE EARNED VALUE MANAGEMENT	231	BCF 203	004		980504	980515	DSMC, FT BELVOIR VA	1
BUS COST EST AND FINANCIAL MANAGEMENT WORKSHOP	231	BCF 301	04		980110	980320	DSMC, FT BELVOIR VA	1
CONTRACTING FUNDAMENTALS	907	CON 101	004		980105	980130	ALMC, FT LEE VA	1
CONTRACTING FUNDAMENTALS	907	CON 101	005		980112	980206	ALMC, FT LEE VA	1
CONTRACTING FUNDAMENTALS	907	CON 101	006		980209	980306	ALMC, FT LEE VA	1
CONTRACTING FUNDAMENTALS	895	CON 101	003		980217	980313	NFCTC, PORT HUENEME CA	1
CONTRACTING FUNDAMENTALS	907	CON 101	007		980217	980313	ALMC, FT LEE VA	1
CONTRACTING FUNDAMENTALS	771	CON 101	003		980601	980626	AFIT, WPAFB OH	1
CONTRACT PRICING	771	CON 104	004		9711-3	971121	AFIT, WPAFB OH	1
CONTRACT PRICING	895	CON 104	003		980112	980130	NFCTC, PORT HUENEME, CA	1
CONTRACT PRICING	771	CON 104	009		980202	980220	AFIT, WPAFB OH	1
CONTRACT PRICING	771	CON 104	011		980217	980306	AFIT, WPAFB OH	1
CONTRACT PRICING	771	CON 104	014		980324	980410	AFIT, WPAFB OH	1
CONTRACT PRICING	771	CON 104	015		980407	980424	AFIT, WPAFB OH	1
CONTRACT PRICING	771	CON 104	016		980414	980501	AFIT, WPAFB OH	1
CONTRACT PRICING	771	CON 104	017		980428	980515	AFIT, WPAFB OH	1
CONTRACT PRICING	771	CON 104	019		980511	980529	AFIT, WPAFB OH	1
CONTRACT PRICING	895	CON 104	009		980609	980626	NFCTC, PORT HUENEME CA	1
INTERMEDIATE CONTRACTING	904	CON 202	002		980217	980313	NCAT, NORFOLK VA	1
INTERMEDIATE CONTRACTING	907	CON 202	006		980323	980416	ALMC, FT LEE VA	1
INTERMEDIATE CONTRACTING	904	CON 202	005		980427	980527	NCAT, NORFOLK VA	1
INTERMEDIATE CONTRACTING	907	CON 202	010		980601	980625	ALMC, FT LEE VA	1
GOVERNMENT CONTRACT LAW	895	CON 210	007		980713	980724	NFCTC, PORT HUENEME CA	1
OVERHEAD MANAGEMENT FOR DEFENSE CONTRACTS	231	CON 232	002		980824	980904	DSMC, FT BELVOIR VA	1
EXECUTIVE CONTRACTING	237	CON 301	630		980518	980522	OASN(RD&A) CRYSTAL CITY VA	1
EXECUTIVE CONTRACTING	237	CON 301	635		980615	980619	OASN(RD&A) CRYSTAL CITY VA	1
MANAGEMENT FOR CONTRACTING EXECUTIVES	907	CON 333	001		971103	971107	ALMC, FT LEE VA	1
MANAGEMENT FOR CONTRACTING EXECUTIVES	907	CON 333	002		971201	971205	ALMC, FT LEE VA	1
MANAGEMENT FOR CONTRACTING EXECUTIVES	907	CON 333	3		971215	971219	ALMC, FT LEE VA	1

Figure 1

Encl. (2) to COMDTINST 1520.2
U.S. Coast Guard DAU

Schedule and Quota Allocation for FY98

Course Title	School Code	Course	Class #	Phase	Start Date	End Date	Location/Sponsor	USCG Quotas	
INTERMEDIATE INFORMATION SYSTEMS ACQUISITION	706	IRM 201	5		980413	980430	IRMC, FT MCNAIR, WASHINGTON DC	1	
INTERMEDIATE INFORMATION SYSTEMS ACQUISITION	706	IRM 201	7		980713	980730	IRMC, FT MCNAIR, WASHINGTON DC	1	
INTERMEDIATE INFORMATION SYSTEMS ACQUISITION	706	IRM 201	9		980914	981001	IRMC, FT MCNAIR, WASHINGTON DC	1	
INTERMEDIATE ACQUISITION LOGISTICS	907	LOG 201	2		971201	971219	ALMC, FT LEE VA	1	
INTERMEDIATE ACQUISITION LOGISTICS	907	LOG 201	6		980504	980522	ALMC, FT LEE VA	1	
RELIABILITY AND MAINTAINABILITY	771	LOG 203	19		980323	980327	NCAT MIDWEST, ROCK ISLAND IL	1	
MULTINATIONAL PROGRAM MANAGEMENT COURSE	231	PMT 202	1		971020	971024	DSMC, FT BELVOIR VA	1	
INTERNATIONAL SECURITY & TECH TRANSFER/CONTROL	231	PMT 203	1		980105	980109	DSMC, FT BELVOIR VA	1	
EXECUTIVE PROGRAM MANAGER'S COURSE	231	PMT 303	1	1	971014	971015	DSMC, FT BELVOIR VA	1	
EXECUTIVE PROGRAM MANAGER'S COURSE	231	PMT 303	1	2	980112	980206	DSMC, FT BELVOIR VA	1	
PROGRAM MANAGER'S SURVIVAL COURSE	231	PMT 305	5		980817	980828	DSMC, FT BELVOIR VA	1	
INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT	231	SAM 201	1		971021	971107	DSMC, FT BELVOIR VA	1	
INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT	231	SAM 201	2		980127	980213	DSMC, FT BELVOIR VA	1	
ADVANCED SOFTWARE ACQUISITION MANAGEMENT	231	SAM 301	2		980427	980514	DSMC, FT BELVOIR VA	1	
ADVANCE SYS PLANNING RESEARCH, DEVLP, AND ENG	231	SYS 301	10		980629	980710	DSMC, FT BELVOIR VA	1	
INTERMEDIATE TEST AND EVALUATION	231	TST 202	1		980407	980417	DSMC, FT BELVOIR VA	1	

Figure 2

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING				A. Agency code, agency subelement and submitting office number (Example - 1234-5678)		B. OFFICE USE ONLY	
				01		C. Request status (Mark (X) one)	
TD-02-2783X				X		Initial or Resubmission	
						Correction or Cancellation	
Section A - TRAINEE INFORMATION							
1. Applicant's name (Last-First-Middle Initial)			Enter first 5 letters of last name		2. Social Security Number		3. Date of Birth (Year and month)
Name, First M.			NAME		123-45-6789		65/09 (Example born January 14, 1941 shown as 65/01)
4. Home address (Number, street, city, State, ZIP code)				5. Home telephone		6. Position level (Mark (X) one only)	
123 Street Ave Manassas, VA 20110				Area code 703 123-4567		X a. Non-supervisory c. Manager b. Supervisory d. Executive	
7. Organization mailing address (Branch-Division/Office/Bureau/Agency)				8. Office Telephone		9. Continuous civilian service	
USCG HQ (G-A-1) 2100 2nd St. S.W., Washington, DC 20593				Area code 202 Number 267-0123 Extension		Years XX Months XX	
11a. Position title/function			11b. Applicant handicapped or disabled (See instructions)		12. Pay plan/series/grade/step		13. Type of appointment
Position					01		14. Education level MA
Section B - TRAINING COURSE DATA							
15a. Name and mailing address of training vendor (No., street, city, State, ZIP code)					15b. Location of training site (If same, mark box)		
DSMC Ft. Belvoir, VA					<input type="checkbox"/>		
16. Course title and training objectives (Benefits to be derived by the Government)							
Fundamentals of Systems Acquisition Management Course (FSAMC)							
17. Catalog/Course No.		18. Training period (8 digits)		19. No. of course hours (4 digits)		20. Training codes (See instructions)	
ACQ101 (DAU)		96 09 23		07		08 09	
		a. Start		a. During duty		a. Purpose	
		b. Complete		b. Non-duty		c. Source	
		96 09 30		c. TOTAL		d. Special interest	
AGENCY USE ONLY							
Section C - ESTIMATED COSTS AND BILLING INFORMATION				Section D - APPROVALS			
21. Direct costs and appropriation/fund chargeable				26a. Immediate Supervisor - Name and title			
Item		Amount		I. M. Boss, CDR, USCG		Area code/Tel. No./Extension	
		Dollars Cents		Dep Proj Mgr, G-AXE-1		202-267-0123	
a. Tuition		\$		b. Signature		Date	
b. Books or materials				E			
c. Other (Specify)				27a. Second-line Supervisor - Name and title		Area code/Tel. No./Extension	
d. (Enter 4 digits in dollar column)		12		I. B. Bigboss, CAPT, USCG		202-267-0234	
TOTAL		12		b. Signature		Date	
22. Indirect costs and appropriation/fund chargeable				28a. Training Officer - Name and title			
Item		Amount		Paul J. Huber, CWO, USCG		Area code/Tel. No./Extension	
		Dollars Cents		G-A DSMC Coord		202-267-0759	
a. Travel		\$		b. Signature		Date	
b. Per diem							
c. Other (Specify)				Section E - APPROVAL/CONCURRENCE			
d. (Enter 4 digits in dollar column)		13		29a. Authorizing official - Name and title		Area code/Tel. No./Extension	
TOTAL		13		Paul J. Huber, CWO, USCG		202-267-0759	
23. Document/Purchase Order/Requestion No.				b. Signature		Approved Disapproved Date	
24. 8-Digit station symbol (Example - 12-34-5678)				Section F - CERTIFICATION OF TRAINING COMPLETION			
25. BILLING INSTRUCTIONS (Furnish invoice to):				30a. Certifying official - Name and title		Area code/Tel. No./Extension	
				b. Signature		Date	
TRAINING FACILITY Bills should be sent to office indicated in item 25. Please refer to number given in item 23 to assure prompt payment.							

Copy 2 - AGENCY (DATA PROCESSING OR CPDF COPY)

Standard Form 182 (Rev. 12/79) (10-Part)
U.S. Office of Personnel Management FPM Chapter 410